

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Mayor's Office of Community Affairs

2020 DC HOPE Community Grant
REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: Tuesday, May 26, 2020

Pre-Bidders Virtual Meeting: Monday, June 1, 2020

RSVP Here for the
Pre-Bidder's Virtual Meeting: [Pre-Bidders Virtual Meeting RSVP Link](#)

Submission Deadline: Tuesday, June 9, 2020 at 5:00 pm

*Please note that applications must be submitted electronically via ZoomGrants.
Incomplete applications or those submitted after the deadline will not be accepted.*

Submission Details: Online submissions only. Please submit your complete application through the following online portal:
<https://zoomgrants.com/gprop.asp?donorid=2247&limited=2870>

Questions: engagement.dc@dc.gov

Availability of RFA: Download from Mayor's Office of Community Affairs website at www.moca.dc.gov

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SECTION I - BACKGROUND

A. Introduction

The Mayor's Office of Community Affairs (MOCA) are soliciting grant applications from District based 501 (c)(3) community-based organizations (CBOs) serving the District of Columbia's residents—to help implement community social distancing engagement and public health awareness outreach efforts based on federal funding provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The Bowser Administration is dedicated to reopening the District of Columbia and in order to do so; our community-based organizations are a crucial partner to assist in engaging with our vulnerable populations across all eight wards about COVID-19 related resources, services and guidelines in order to flatten the curve.

B. Funding Areas

The primary focus of the grant is for programs that provide community social distancing engagement and public health awareness outreach to District residents that address the District's public health emergency priorities as it relates to COVID-19 in the following areas:

- Increasing buy-in and participation in disease investigation/contact tracing process;
- Purchase and distribution of personal protection equipment (i.e. mask, gloves, hand sanitizer);
- Social distancing protective measures;
- Public health awareness outreach and;
- Connecting residents to testing sites and health care providers

C. Target Population

The target population for this grant is District residents with a focus on vulnerable populations in the District of Columbia.

D. Eligible Organization

Applicants must meet all the following conditions:

- be a Community-Based Organization with a Federal 501(c)(3) tax-exempt status or evidence of fiscal agent relationship with a 501 (c)(3) organization;
- the organization or program serves the District's residents or business owners;
- the organization's principal place of business is located in the District of Columbia;
- all services and programming to receive funds must be provided in the District of Columbia;

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- the organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue;
- the organization must partner with a healthcare provider as part of their program; and
- the organization's staff will be required to complete the COVID-19 Contact Tracing course online training offered through Johns Hopkins University if awarded the grant.

E. Awards Amounts and Duration

The total amount available through the 2020 DC Hope Community Grant is **\$10,000,000.00**. Award sizes will vary, and eligible non-profit organizations can be funded up to **\$50,000**. The grant will be awarded for a six-month period starting on July 1, 2020 and ending on December 15, 2020. Programs must be run and evaluated during this period. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOCA to make an award.

F. Application Review & Awards

MOCA will use a review panel that will submit recommendations for funding. The panel members will review and score applicant proposals and submit recommendations for awards.

G. Award Notification

Award letters will be released the week of June 29, 2020 via email using the grant application program, ZoomGrants.

H. Submission Guidelines

The **ONLY** method to submit an application is through the ZoomGrants online portal.

Applications are due no later than Tuesday, June 9, 2020 at 5:00 PM. All applications will be recorded upon receipt. Applications received after **Tuesday, June 9, 2020 at 5:00 PM** are disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by MOCA, will not be accepted after the deadline of **Tuesday, June 9, 2020 at 5:00 PM**.

The grant application will be available through the online grant application ZoomGrants. In order to apply, an applicant must go to the link that will be posted on MOCA's website at www.moca.dc.gov. Once the applicant clicks on the link, they will be prompted to create a ZoomGrants account and then will be able to access the grant application.

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I. Pre-Bidders Virtual Meeting

A pre-bidders virtual meeting will be held on Monday, June 1, 2020 from 1:00 PM – 2:00 PM via WebEx. To attend the pre-bidders virtual meeting via WebEx please contact engagement.dc@dc.gov.

Applicants who have questions regarding the RFA are encouraged to attend the WebEx orientation. For language access needs such as translation or sign language, please contact Landon Jones 3 days before the pre-bidders virtual meeting.

PLEASE NOTE: The pre-application orientation is only to discuss and give guidance to the RFA process and no particular details of an application can be discussed.

J. Questions: engagement.dc@dc.gov

K. Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit MOCA to make an award.
- MOCA reserves the right to accept or deny any or all applications if MOCA determines it is in the best interest of MOCA to do so. MOCA shall notify the applicant if it rejects that applicant's proposal. MOCA reserves the right to suspend or terminate an outstanding RFA.
- MOCA reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- MOCA shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- MOCA may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- MOCA may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations.
- MOCA shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions

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of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

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SECTION II – SCORING OF APPLICATIONS

Scoring Criteria

Applicant's proposal submissions will be objectively reviewed against the following criteria:

Criterion A: Soundness of the Proposal **20 points**

- The program results in the accomplishment of the program goals, objectives and outcomes consistent with the program
- If an organization serves communities that serve limited or non-English speaking (LEP/NEP) residents; organizations must demonstrate their capacity to provide accommodations and supports.
- The description of the program implementation, including the work plan, is realistic based on the proposed time requirements.

Criterion B: Program Goals, Objectives and Services **10 points**

- Program goals and supporting objectives and activities are clearly defined, measurable, and time specific.
- Applicant demonstrates clearly the effectiveness of their services/activities in accomplishing the program goals and objectives
- Applicant demonstrates that the program is using best practices and/or is based on national standards (if applicable).

Criterion C: Program Evaluation **10 points**

- Applicant demonstrates a clear process to measure/evaluate its program

Criterion D: Organizational Capability and Relevant Experience **25 points**

- Applicant demonstrates qualifications and past experiences to provide services applied for and in serving vulnerable populations. Information on prior program evaluations, findings, and changes made as a result should be referenced.
- Applicant demonstrates capacity to work with District residents.
- Applicant clearly details objectives and related activities, program outputs/outcomes, estimated timeline, milestones, and staff responsible.
- Applicant demonstrates sufficient and appropriate staffing for proposed services. Staff roles and responsibilities are clearly defined. Resumes and/or position descriptions for key project staff should be included as an attachment.
- Applicant demonstrates an established organizational structure and its ability to administer the proposed program and, as proposed, function as Lead Agency

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through the submission of operational programmatic staff names and their key positions.

Criterion E: Sound Fiscal Management and Budget

10 points

- Applicant demonstrates sound fiscal management (i.e., fiscal monitoring protocols and systems), disbursement of grant funds to partners (if relevant), and the submission of the Lead Agency's annual audits (2 years) and/or financial statements, and/or cash flow documents (2018 and year-to-date).
- Applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives.

Criterion F: Community Social Distancing Engagement & Public Health Awareness Outreach

25 points

- Applicants demonstrates a sound community social distancing engagement & public health awareness outreach plan to connect DC residents to COVID-19 related resources and services in order to flatten the curve.

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SECTION III – ADMINISTRATIVE REQUIREMENTS

A. Certifications and Assurances

The agency shall complete and return the Certifications and Assurances listed with the application submission (Certifications and Assurances are provided as Attachments/Supporting Documents in Zoomgrants).

B. Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance prior to receiving the funds.

C. Audits

At any time before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

D. Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the Mayor's Office of Community Grant funds.

The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to:

- The Americans with Disabilities Act of 1990
- The Hatch Act, Chap. 314
- The Occupational Safety and Health Act of 1970
- Lobbying Disclosure Act
- Drug Free Workplace of 1988; and
- District of Columbia Human Rights Act of ACT 1977 and DC Language Access Act of 2004

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APPLICATION CHECKLIST

Applicants are required to follow the content requirements and submission instructions within Zoomgrants. The checklist below summarizes required documents. **Applications will be considered incomplete if any part of any sections is missing.**

- Agency/Organization Profile
- Proposal Summary
- Program/Project Narrative
 - Collaboration Description
 - Program Goals and Objectives
 - Organizational Capabilities
- Certifications – please download and sign the form within Zoomgrants
- Assurances - please download and sign the form within Zoomgrants
- Budget
- Staffing Plan
- Community Social Distancing Engagement and Public Health Awareness Plan
- Performance Plan
- Organizational chart
- Copy of current organizational budget
- Balance Sheet or audited financial statements (year 2018)
- Copy of IRS tax-exempt determination letter
- Letter of Intent with partnering healthcare provider

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